

**BUTLER COUNTY TREASURER'S OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 01/22/18

Response Deadline: 02/12/18

Job Title: Teller

Starting Salary: \$16.83 per hour

Work Location: Government Services Center, 315 High Street, 10th Floor, Hamilton, OH 45011

Hours of Work: M-F, 8:00 AM – 5:00 PM

Essential Functions:

- Processing payments and balancing drawer
- Assisting taxpayers/residents
- Preparing correspondence
- Data entry
- Preparing payment plans
- Answering telephones

Requested Qualifications:

- High school diploma or equivalent
- One year of cash handling experience
- Good customer service skills
- Typing Skills
- Working knowledge of Microsoft Word and Microsoft Excel
- Honesty, highest personal integrity
- Ability to establish effective working relationships with co-workers, administration, and other professionals.

Selection Procedure: Resumes and Interviews

Submit Cover Letter and Resume To: Butler County Treasurer's Office
Attn: Personnel Manager
315 High Street, 10th Floor
Hamilton, OH 45011

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